

Requirements for Standardization Transactions

Statutory Authority:

Sec. 4a-58. (Formerly Sec. 4-113). Standardization Committee. Waiver of bid or proposal requirement. (a) There shall continue to be a Standardization Committee, which shall consist of the Commissioner of Administrative Services, the Comptroller or his designee, the Treasurer or his designee, and such administrative heads of state departments or their authorized agents as are designated for that duty by the Governor.

(b) Whenever an emergency exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions, the Commissioner of Administrative Services, or, in the case of purchases, leases and contracts for information systems, information technology personal property and telecommunication systems, the Chief Information Officer, may, if it is in the best interests of the state, waive the competitive bid or proposal requirements set forth in section 4a-57. If any such procurement is estimated to cost fifty thousand dollars or more, such waiver shall be subject to the approval of the Standardization Committee. A statement of all purchases made under the provisions of this section shall be set forth in the annual report of the Commissioner of Administrative Services.

JUSTIFICATION POLICY:

Letter From Proposed Vendor - Letter MUST state

- 1) they are the *proprietary owner* of the requested Product/Service
- 2) they are the *sole distributor* of the requested Product/Service
- 3) the *cost* for the State to purchase the requested Product/Service (not to exceed)
- 4) *Any other costs* for Support, Maintenance, Installation, Delivery

Justification Document from the Agency - Document MUST include:

- 1) State explicitly *why this Product/Service* and *only* this Product/Service can satisfy the functional requirements as well as meeting the Emergency or Unusual Market Condition Sole Source requirement.
- 2) State also *why this procurement cannot follow the RFP Process* and why following the RFP process would be detrimental to the State.
- 3) Include, *what alternative sources were researched* and *why they are not appropriate*. Letter From the Agency's Commissioner stating that he/she has reviewed the request and is asking that the procurement be processed through a Sole Source procurement.